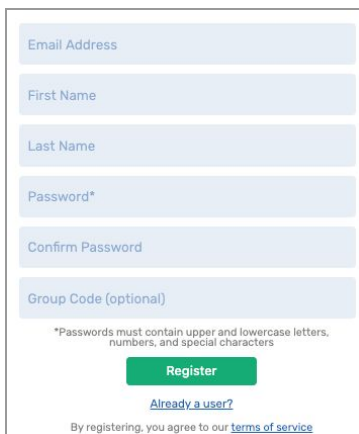


Table of Contents

Register & Create an Account	1
Home Page	2
Featured Nonprofit	2
Activity Feed	2
Volunteering	3
Volunteer Search Page	3
Volunteer Event Page	3
Volunteer Event Sign Up	4
Donations	5
Make A Donation	5
Annual Tax Statement	5
Manage Recurring Donations	6

Register & Create an Account

1. Refer to your company's launch materials or go to <https://my.givful.com/auth/register> to create an account.
2. You will need to enter your company's **Group Code** when you register.
3. Last, you will need to Verify your account from a **Verification Email** (if you don't receive it, you may need to look in a junk email folder).



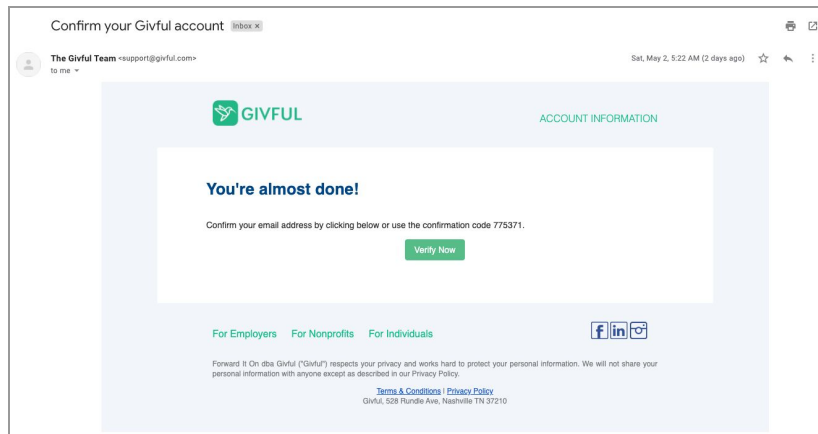
Registration form with the following fields:

- Email Address
- First Name
- Last Name
- Password*
- Confirm Password
- Group Code (optional)

*Passwords must contain upper and lowercase letters, numbers, and special characters

[Already a user?](#)

By registering, you agree to our [terms of service](#)



Confirm your Givful account

The Givful Team <support@givful.com> to me

Sat, May 2, 5:22 AM (2 days ago)

GIVFUL ACCOUNT INFORMATION

You're almost done!

Confirm your email address by clicking below or use the confirmation code 775371.

[Verify Now](#)

[For Employers](#) [For Nonprofits](#) [For Individuals](#)

Forward It On dba Givful ("Givful") respects your privacy and works hard to protect your personal information. We will not share your personal information with anyone except as described in our [Privacy Policy](#).

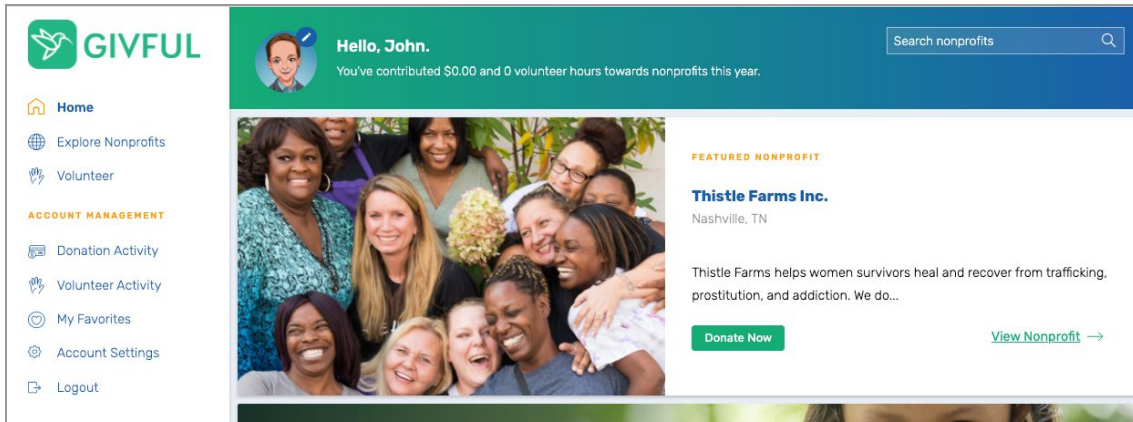
[Terms & Conditions](#) | [Privacy Policy](#)

Givful, 528 Floride Ave, Nashville TN 37210

Home Page

Featured Nonprofit

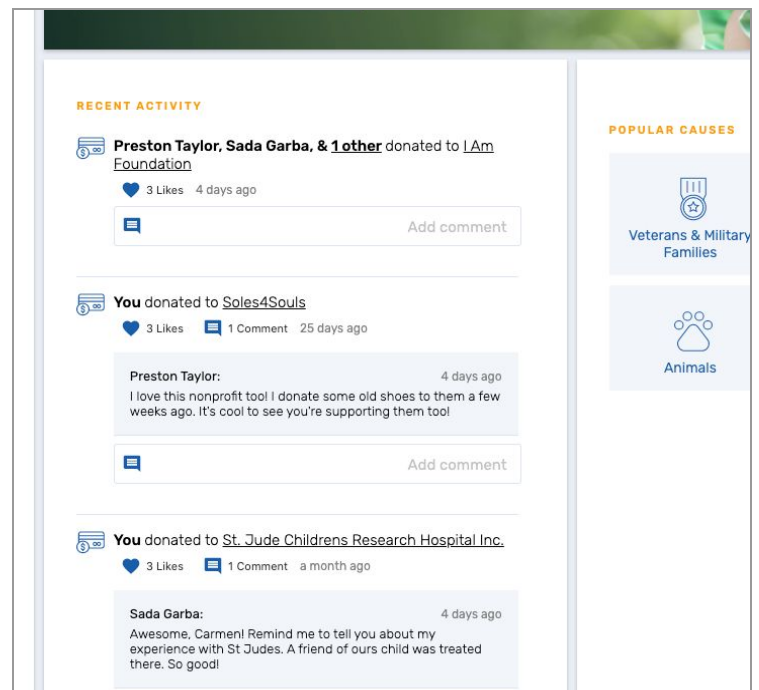
Your company has the ability to feature nonprofits on the home page. This helps to make it easier for you to find the nonprofit your company is fundraising for or has a volunteering opportunity.



Activity Feed

On the Home Page, you will notice the Activity Feed. You can choose if you want to share your donation and volunteering hours with your colleagues. If you do share it, it will be displayed on the Activity Feed. Then, your colleagues will be able to 'Like' and add 'Comments' to your activity.

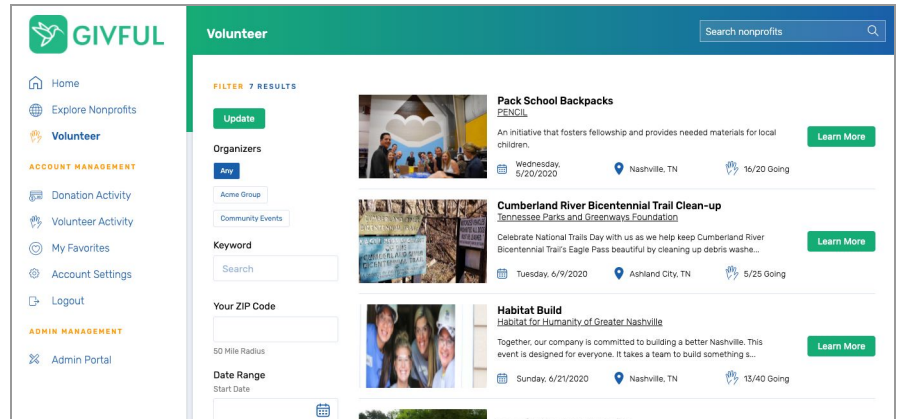
This is a great way for colleagues to see how others are making a difference - especially those that work in other offices or work from their home.



Volunteering

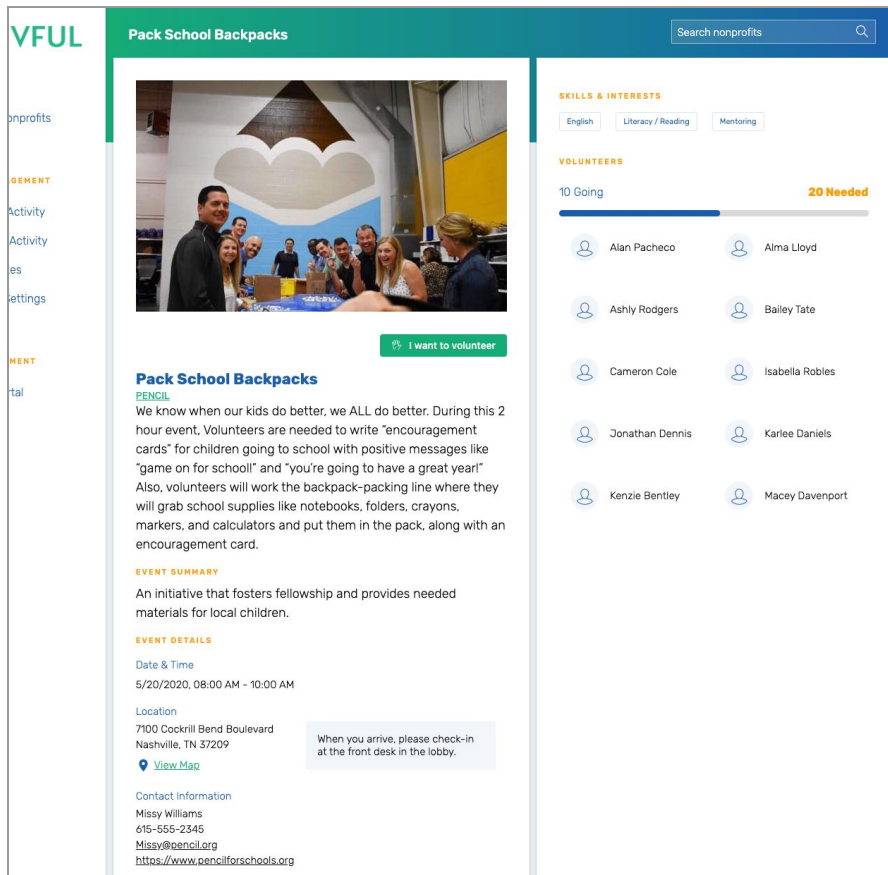
Volunteer Search Page

Select the menu option 'Volunteer' from the main menu on the left-hand side to search for Volunteering events. To filter between Company events and events created by Nonprofits, select either your company's button or Community Events under Organizers from the filter section.



Volunteer Event Page

From the Search Page, click on 'Learn More' to see more information about the volunteer event.



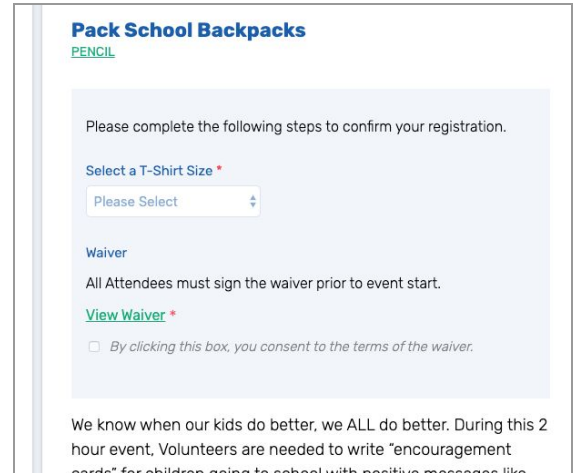
Volunteer Event Sign Up

If you are interested in signing up, then follow the steps from the event page.

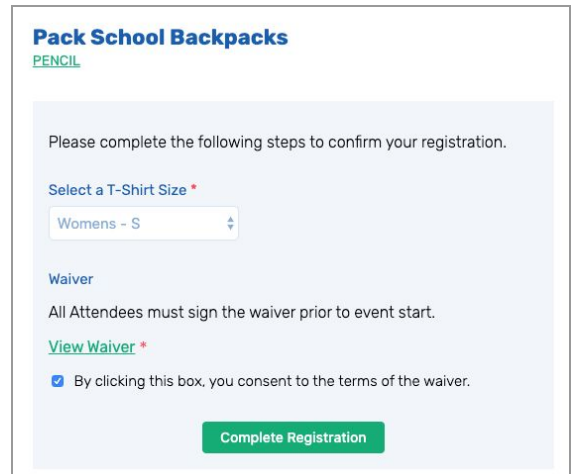
1. Select the **'I want to volunteer'** button.



2. You may be prompted to select your T-shirt size if your company is planning to offer t-shirts for the event. Also, you will need to accept the **Waiver Release** before you confirm your registration for the event.



3. Then you need to select the **'Complete Registration'** button.



Donations

Make A Donation

When you select the **'Donate Now'** button, you will land on the Donation Page. On this page, you will have several options to choose from.

- **Method:** payroll or credit card (note: some companies may not have payroll turned on)
- **Frequency:** one time or recurring
- **Cover processing fees**
- **Share your email address with the nonprofit**
- **Share this donation with your colleagues** (by selecting **'Yes'**, it will be displayed on the Activity Feed).
- **Comments** (these comments will be shared directly with the nonprofit)

The screenshot shows the 'Donate to Thistle Farms Inc.' page on the GIVFUL platform. The page is titled 'Donation' and features a search bar for nonprofits. The main content area includes a 'Select Method' section with 'Payroll' and 'Credit Card' options, and a 'Frequency' section with 'One-Time' and 'Recurring' options. The amount is set to '\$ 0.00'. Below this, there are three checkboxes: 'Would you like to cover the processing fees? (\$0)', 'Would you like to share your email address with Thistle Farms Inc.', and 'Let your company and colleagues know about this donation?'. A 'Comments' text area is also present. On the right side, there is a 'SUMMARY' section showing 'Your Contribution' as \$0.00 and 'Processing Fees' as \$0. The 'Total Donation' is \$0.00. Below the summary, there is an 'FAQ' section with questions like 'Is my donation tax deductible?' and 'When will the nonprofit receive the money I am donating today?'. A 'Donate' button is located at the bottom of the form.

Annual Tax Statement

The Tax Statement is available for the **previous year**. So, in January, click on **'Download Tax Statements'** under the Donation Activity page to access last year's tax statement.

The screenshot shows the 'Your Donation History' page on the GIVFUL platform. The page has a navigation menu on the left with options like 'Home', 'Explore Nonprofits', 'Volunteer', 'ACCOUNT MANAGEMENT', 'Donation Activity', 'Volunteer Activity', 'My Favorites', 'Account Settings', 'Logout', and 'ADMIN MANAGEMENT'. The main content area is titled 'Your Donation History' and includes a search bar. Below the search bar, there are four summary cards: 'YTD Donations' (\$100), 'Lifetime Donations' (\$100), 'Nonprofits Supported' (11), and 'Monthly Recurring' (\$0). A red arrow points to a 'Download Tax Documents' link in the top right corner of the table area. Below the summary cards, there is a 'Type' dropdown set to 'All' and a 'Date Range' dropdown set to 'Year to Date'. An 'Export' button is also present. The main table has the following data:

Date	Nonprofit	Amount	Type	Method
5/1/2020	HIRE HERDES USA	\$1.00	One Time	Payroll
5/1/2020	HIRE HERDES USA	\$1.05	One Time	Payroll
4/30/2020	I Am Foundation	\$10.50	One Time	Payroll
4/30/2020	Shanti Project	\$10.50	One Time	Payroll

